

Mission and Outcomes Development Worksheet # 1

Academic Programs

Academic Program		Assessment Period Covered
Certificate of Achievement in Secretarial Science		Fall 2012 to Spring 2013
		Date Submitted November 14, 2012
Institutional Mission/Strategic Goal:		
Mission: <i>Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.</i>		
Strategic Goal: <i>SPG 1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively;</i> <i>SPG5. Invest in sufficient, qualified, and effective human resources;</i> <i>SPG7. Build a partnering and service network for community, workforce and economic development;</i> <i>SPG 9. Provide for continuous improvement of programs, services and college environment.</i>		
Academic Program Mission Statement: The mission of the Certificate of Achievement Program in Secretarial Science is to prepare students for entry level office jobs and to upgrade general skills in secretarial work, decision making and problem solving for office secretaries who are already in the workforce. (Recommended)		
Academic Program Goals: 1. Develop basic knowledge and skills essential for employment and career advancement as a secretary and in related fields; 2. Develop fundamental knowledge and skills essential for the pursuit of degree level course work in secretarial science or related field. 3. Develop intellectual and critical thinking skills to become effective learners and well informed citizens.		
Academic Program Learning Outcomes: 1. <i>Apply proper bookkeeping techniques in an office.</i> 2. <i>Demonstrate general computer competence and information technology literacy.</i> 3. <i>Demonstrate proper office procedures and management techniques.</i> 4. <i>Communicate effectively in English for business purposes.</i> 5. <i>Perform business computations and apply logic as needed.</i> 6. <i>File documents properly and use common office machines.</i>		
Program Review Improvement Outcome: <ul style="list-style-type: none"> • Modify existing program requirements and courses to meet students’ needs and improve retention and completion rates; and • Improve SLOs of all Secretarial Science major courses to include authentic assessment strategies. • Develop marketing and recruitment strategies to increase enrollment from the administrative professional labor force. • Improve data collection and management. • Develop and maintain student tracking system. • Modify PLO’s and SLO’s to be more assessable. • Reorganize the courses progressively and requiring prerequisites accordingly. 		

Assessment Plan Worksheet # 2

Academic Programs

Certificate of Achievement in Secretarial Science		Fall 2012 to Spring 2013
Academic Program		Assessment Period Covered
(X) Formative Assessment		
() Summative Assessment		

Evaluation questions	Data sources	Sampling	Analysis
1. Can the students apply proper bookkeeping techniques in an office?	Quiz, workbook, and project results	BK 095 and BK 096, BU 099b	Percentage
2. Can the students demonstrate practical skills in the use of basic software applications?	Quiz and computer lab project results	CA100s, CA101s, and BU099b	Percentage
3. Can the students demonstrate proper office procedures and management techniques?	Question and project results	BU095, BU099b	Percentage
4. Can the students communicate effectively in English for business purposes?	Written, presentation, and email assignment results	ESL/BU 095, ESL/BU 096, SS 100, and BU 099b	Percentage
5. Can the students perform business computations and apply logic as needed?		BU 098, BU 099b	Percentage
6. Can the students file documents properly and use common office machines?	Short answer questions and demonstration results	BU0 95, BU 099b	Percentage
7. How many students were able to pass to the next higher level SS courses?	OAR/IRPO	All SS Classes	Percentage
8. What job placements did the SS graduates acquire?	Employers, Alumni	Survey/Interview	Frequency
9. What workplace application skills were able to be satisfied by the graduates of the SS program?	Employers	Survey/Interview	Frequency
10. Do the major course requirements in SS Program support the six (6) program learning outcomes?	Course Outlines	Review all of the course outlines in the program.	Comparison of the course SLOs to the PLOs.

Timeline

Activity	Who is Responsible?	Date
1. Students will be given assignments, chapter tests, class activities.	Course instructor	Will be given at the end of each lesson discussion
2. Students will be given assignments, chapter tests, class activities.	Course instructor	Will be given at the end of each lesson discussion
3. Students will be given assignments, chapter tests, and hands-on exercises.	Course instructor	Will be given at the end of each lesson discussion
4. Students will be given assignments, chapter tests, and hands-on exercises.	Course instructor	Will be given at the end of each lesson discussion
5. Students will be given assignments, chapter tests, and hands-on exercises.	Course instructor	Will be given at the end of each lesson discussion
6. Students will be given assignments, chapter tests, and hands-on exercises	Course instructor	Will be given at the end of each lesson discussion
7. Obtain data from Office of the Admissions and Records(OAR)/IRPO	SS Program Coordinator/Division Chair/VPIA Office	During Program Assessment Period
8. Conduct Survey Interview from Employers and Alumni	SS Program Coordinator/Division Chair/VPIA Office	During Program Assessment Period
9. Obtain data from Office of the Admissions and Records(OAR) and Alumni	SS Program Coordinator/Division Chair/VPIA Office	During Program Assessment Period
10. All questions should be analyzed and reported with recommendations	All SS faculties will work together in gathering data. Chair and Coordinator of the program will compile final report.	During Program Assessment Period